

ΕΛΛΗΝΙΚΗ ΟΡΘΟΔΟΞΗ ΚΟΙΝΟΤΗΤΑ ΜΠΡΙΣΤΟΛ
ΙΕΡΟΣ ΝΑΟΣ ΑΓΙΩΝ ΑΠΟΣΤΟΛΩΝ ΠΕΤΡΟΥ ΚΑΙ ΠΑΥΛΟΥ

GREEK ORTHODOX COMMUNITY OF BRISTOL
GREEK ORTHODOX CHURCH OF ST. PETER & ST. PAUL
LOWER ASHLEY ROAD, EASTON, BRISTOL BS5 0YL



POLICY

- Handling Cash & Monies
- Process to request assistance

Version Control

Issue Date	Version Number	Issued by
18 th December 2023	1	The Trust Committee
14 th January 2024	2	The Trust Committee

Policy of the Greek Orthodox Community of Bristol Charitable Trust with regards to :-

- (i) The handling of cash or monies by Parish Priests and Committee Members and
- (ii) The required process for a Parish to request assistance from the priest of another separate Parish

In agreement, with the Chair of the Board of Trustees Archbishop Nikitas and the Archbishop's Chancellor, the policy of the Charitable Trust and this Parish with regard to the above issues is as follows:-

1. To protect our Community priests, they are not to personally handle at any time, any monies received by them for church, hall or community funds.
2. Should any priest or committee member be given any monies for the Church or Community, they are to ensure a receipt is given and then pass the monies to the committee Treasurer (currently Andreas Nicolaou) or if he is unavailable, then to the Community Chairman (currently Ioannis Ieropoulos), as soon as possible.
3. The hall manager (currently Maria Chambi) is authorised to accept monies for the hall and will provide receipts for same before passing the monies on to the committee Treasurer or paying same into the hall bank account.
4. A visiting priest or Bishop is to receive no more than £200 plus expenses to cover their travel expenses from the parish they visit when invited by that parish to assist them. The Community Chairman of that parish shall deal with this payment.
5. Any visit by a priest or Bishop to the Bristol parish, where remuneration is required from that parish, must be authorised by the Chair of the Church Committee or the Trustees before any invitation is offered.
6. A receipt must be given for any monies for the Church/Community/hall, by anyone receiving it from the Community or otherwise, likewise a receipt must be obtained for any Church/Community/hall money given by us to anyone.
7. A request from a parish for assistance from another parish's priest must be both communicated and authorised by either:-
 - (i) The Archbishop directly communicating with the priest required and if the priest required is happy to assist, then the priest must seek authority to provide said assistance from the Community Chairman of their own parish or
 - (ii) The Chairman of the Community of the parish seeking assistance must request that assistance from the Chairman of the Community of the parish able to provide the assistance. The assisting parish's Chairman will then seek their priest's approval to provide the requested assistance.

This financial directive ensures complete transparency and compliance with tax rules and will be the agreed process for seeking external church service assistance, with immediate effect.

The Trustees of the Greek Orthodox Community of Bristol Charitable Trust

18 December 2023